CASA VOLUNTEER JOB DESCRIPTION

Reports to: CASA Advocate Supervisor and/or Advocate Supervisor
Responsible to: Executive Director and Juvenile Court Judge

General Requirements:

Volunteers must be at least 21 years of age. Each CASA must demonstrate the desire and willingness and ability to help a child, make at least one year commitment, attend CASA training sessions, successfully complete a CASA background screening, receive supervision, work effectively alongside other “system” professionals, and report to the Court.

Roles and Responsibilities (according to California Rule of Court 5.655):

1) Establish a relationship with the child to better understand the child’s needs and desires.
   a) Develop a relationship with the court dependent child by meeting with him/her on a weekly basis.
   b) Provide a positive role model for the child while teaching him/her self-confidence, trust, and other developmental behaviors as appropriate.

2) Support the child throughout court proceedings:
   a) Learn about the Dependency Court System;
   b) Explain the court proceedings to the child;
   c) Attend each hearing with or without the child;
   d) Help “interpret” what is going on in court while at court with the child, or following court.

3) Explain the CASA volunteer’s role, duties, and responsibilities to all parties associated with the case.

4) Review available records regarding the child’s family history, school behavior, medical, or mental health history, etc.

5) Identify and explore potential resources that will facilitate family preservation, early family reunification, or alternative permanency planning.

6) Interview all parties involved with the child regarding the child’s circumstances and needs, as determined by the CASA case plan developed with the CASA Advocate Supervisor.

7) Communicate the child’s needs to the court in written reports and recommendations.

8) Ensure that the court-approved case plan for the child is being implemented.

9) Familiarize yourself with the CWS case plan.

10) Maintain regular contact with the CWS social worker.

11) Investigate the best interest of the child in judicial or administrative proceedings outside of Juvenile Court.

12) Communicate and coordinate efforts with the child’s CWS social worker, probation officer, and attorney.

13) Other duties and responsibilities as determined by the presiding Juvenile Court Judge or a designee.
Additional Requirements:

- Attend 30+ hours of CASA pre-service training.
- Submit monthly activity logs/volunteer hours to the CASA office.
- Submit a draft court report at least 6 weeks before court hearing date.
- Maintain regular contact with your CASA Advocate Supervisor.
- Attend a monthly Volunteer Meeting and/or acquire 12 hours per year of Continuing Education.
- Stay with the child until the case has been closed by the court or CASA has been dismissed.
- Notify the CASA office immediately if you are no longer able to serve as a CASA volunteer.
- Maintain confidentiality regarding the CASA child and his/her case.

Advocates are prohibited from:
1) Talking about a CASA child, their family, or any court proceedings with persons not involved with the case, such as your family members, friends, co-workers, etc;
2) Taking a child to the CASA volunteer’s home or the home of any friend/family;
3) Introducing their CASA child to their family and other people in their personal life;
4) Working with a child with whom they are either related to or have a prior relationship;
5) Giving legal advice or therapeutic counseling;
6) Giving money or expensive gifts to the CASA child or family;
7) Making any placement arrangements on the CASA child’s behalf;
8) Serving on a case in which there is a conflict of interest as a result of their employment or other volunteer work.
9) Any other activities prohibited by the local Juvenile Court.

Date:__________________________

Advocate Name:__________________________________________________________

Advocate Signature:_______________________________________________________